THEATER DISTRICT OUTDOOR VENUES

Fish Plaza ✦ Jones Plaza ✦ Sesquicentennial Park

VENUE HOLD REQUEST

VENUE & DATE

Requested Venue(s): _____

Requested Date(s)

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

ORGANIZATION

Contact: _____ **Title:** _____

Organization: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

Mobile/Pager: _____ **Email:** _____

Website Address: _____

Is the Applicant a Non-Profit Organization? ❑ No ❑ Yes *(If yes, please attach IRS documentation.)*

EVENT

Name of Event: _____

Description of Event (This should be promotional in nature): _____

_____

_____

_____

Will Event open to the public? ❒ No ❒ Yes ❖ Estimated Attendance (each day): _____

❖ *The City of Houston provides a calendar of upcoming events on its website. Unless otherwise noted, information from this document may be used in developing the calendar of events. The calendar of events can be accessed online at www.cityofhouston.gov.*

Will tickets be sold to Event? ❒ No ❒ Yes ✻ Ticket prices: _____

Contact for tickets/event information (phone, website, etc.): _____

_____

✻ *Licensees who charge an event admission fee shall be required to pay 10% of total ticket revenues exclusive of sales tax, to the City's Convention & Entertainment Facilities Department.*

Load-in/Set-up Time

Date: _____ Hours: _____

Date: _____ Hours: _____

Event Time

Date: _____ Hours: _____

Date: _____ Hours: _____

Load-out/Clean-up Time

Date: _____ Hours: _____

Date: _____ Hours: _____

This is not a legal contract and is not binding on either the Applicant or the City. <u>DO NOT</u> make any advance arrangement regarding facility usage or promotion until a contract has been <u>fully executed</u> with the City of Houston Convention & Entertainment Facilities Department.

I hereby confirm that I have read and understand the Theater District Outdoor Rental Rates and Rules & Regulations.

_____ _____

Signature of Applicant *Date*

Please return this document to:

Convention & Entertainment Facilities Department
Theater District Division
510 Preston
Houston, TX 77002
Attn: Booking Dept.

(713) 237-9313 Fax